

COUNTY OF SAN BERNARDINO  
DEPARTMENT OF COMMUNITY AND HOUSING DEVELOPMENT  
2008-2009 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**- CONSTRUCTION AND OTHER COMMUNITY IMPROVEMENTS PROJECT PROPOSAL -**

Construction and other community improvement projects include construction or rehabilitation of public facilities, parks, roads, water and sewer facilities; acquisition of real property for eligible public purposes; demolition and clearance of deteriorated buildings; code enforcement; removal of architectural barriers; and economic development activities that create new jobs. Please use the "Public Service Program Proposal" forms, rather than this set of forms, for any activities to provide services to clients not involving construction of buildings or facilities.

**Important:** The U.S. Department of Housing and Urban Development (HUD) notified the County that the costs associated with subrecipient oversight of small grants far exceed the actual grant award. HUD recommended that the County increase the minimum grant awards in order to justify the administrative burden. Consequently, CDH requires CDBG awards of \$5,000 or more per city or unincorporated community to be served, and will use this grant minimum in making its recommendations for approved projects. See page 6 of 9 for more details.

Carefully read through the instructions and proposal forms. Answer all questions that are applicable to your project, as specifically and completely as possible. If more space is needed, attach separate sheets. Submit one (1) signed paper copy.

TYPE OR PRINT.

**A. APPLICANT INFORMATION**

- 1) Name of Applicant Organization: \_\_\_\_\_  
\_\_\_\_\_
- 2) Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Zip: \_\_\_\_\_
- 3) Contact Person: \_\_\_\_\_
- 4) Title: \_\_\_\_\_
- 5) Phone: \_\_\_\_\_ FAX: \_\_\_\_\_
- 6) E-Mail: \_\_\_\_\_

**B. PROJECT DESCRIPTION**

- 1) Using 25 words or less, provide a concise description of the proposed project. **This 25 word description is required in order for this application to be considered complete.** Consider items addressed under the General Project Eligibility section of the Project Proposal Instructions. A detailed project description is also required to be provided on Attachment A, page 9 of 9.

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**C. PROJECT CHARACTERISTICS**

- 1) Name and address of the project site or facility:  
\_\_\_\_\_  
\_\_\_\_\_
- 2) Legal property owner: \_\_\_\_\_
- 3) Local zoning restrictions that would affect the project: \_\_\_\_\_  
\_\_\_\_\_
- 4) Conditional use permit required? Yes \_\_\_\_ No \_\_\_\_  
If yes, attach a copy of the permit. If no, explain why: \_\_\_\_\_  
\_\_\_\_\_
- 5) Describe the community need(s) addressed by this proposal:  
\_\_\_\_\_  
\_\_\_\_\_
- 6) Describe the geographic boundaries of the neighborhood, community or region to be served by the project. This description must include service area boundaries if land acquisition or structural improvements are proposed (attach a map):  
\_\_\_\_\_  
\_\_\_\_\_
- 7) If the project is a special economic development activity, estimate the number of new full time jobs to be created:  
\_\_\_\_\_ jobs \_\_\_\_\_ low-and moderate-income jobs.
- 8) Name and Federal I.D. Number or Social Security Number of the proposed grant recipient organization/agency:  
\_\_\_\_\_
- 9) Is this a "faith-based" organization? \*Yes\_\_\_\_ or No\_\_\_\_
- 10) Complete applicable items for all construction projects (including rehabilitation, acquisition and demolition).  
Assessor's parcel number: \_\_\_\_\_  
Square footage of proposed building or building addition: \_\_\_\_\_  
Square footage of construction site parcel: \_\_\_\_\_  
Length of improvements if street, water or sewer project:  
\_\_\_\_\_  
Service capacity of existing facility: \_\_\_\_\_  
Improved capacity of the facility: \_\_\_\_\_  
Age of structure: \_\_\_\_\_ Historic status: \_\_\_\_\_

\*Generally, a faith-based organization was founded or is inspired by faith or religion. Such organizations often choose to demonstrate that faith by carrying out one or more activities that assist persons who are less fortunate.

**D. PERFORMANCE OUTCOME MEASUREMENT**

The three program performance categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Please check one box under the following program performance categories, that apply to your proposal.

1) Availability/Accessibility

This category applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low- and moderate-income people, including persons with disabilities.

- ☐ Enhances the Living Environment through New/Improved Accessibility
- ☐ Creates Decent Housing with New/Improved Availability
- ☐ Promotes Economic Opportunity through New/Improved Accessibility

2) Affordability

This category applies to proposals which provide affordability in a variety of ways in the lives of low- and moderate-income people.

- ☐ Enhances the Living Environment through New/Improved Affordability
- ☐ Creates Decent Housing with New/Improved Affordability
- ☐ Promotes Economic Opportunity through New/Improved Affordability

3) Sustainability

This category applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low-and moderate-income people or by removing or eliminating slums or blighted areas.

- ☐ Enhances the Living Environment through New/Improved Sustainability
- ☐ Creates Decent Housing with New/Improved Sustainability
- ☐ Promotes Economic Opportunity through New/Improved Sustainability

4) Please provide a brief explanation on how your proposal will address the selected program performance category. Describe the anticipated quantifiable results of your proposal for the selected category.

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**E. PROJECT BUDGET**

Provide the estimated financial data for the project as requested below for the appropriate project group. Costs should be based on the best information available. When preparing this data, consider the following factors: (a) project should be completed in one phase if possible, or if phased, operational capability of the phases should be independent of each other; (b) a phased project should be prioritized and broken into distinct parts, with estimated cost and priority for each part; (c) apply federal prevailing wage rates to construction projects over \$2,000.

**1) COMPLETE FOR PROJECTS INVOLVING CONSTRUCTION**

	<u>CDBG Share</u>	<u>Other Source</u>
Architectural and engineering services	\$ _____	\$ _____
Site acquisition	\$ _____	\$ _____
Local review application	\$ _____	\$ _____
Construction	\$ _____	\$ _____
Other _____	\$ _____	\$ _____
_____	\$ <u>_____</u>	\$ <u>_____</u>
Total Costs	\$ _____	\$ _____
Total Construction (CDBG + Other)	\$ _____	

**2) COMPLETE FOR NON-CONSTRUCTION PROJECTS**

	<u>CDBG Share</u>	<u>Other Source</u>
Personnel	\$ _____	\$ _____
Other: (describe cost components)	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ <u>_____</u>	\$ <u>_____</u>
Total Costs	\$ _____	\$ _____
Total Non-Construction (CDBG + Other)	\$ _____	

**3) Total Costs CDBG Share**

\$ \_\_\_\_\_

**Total Costs Other Sources**

\$ \_\_\_\_\_

**Grand Total Construction and Non-Construction**

\$ \_\_\_\_\_

**4) Estimator Name and Title: \_\_\_\_\_**

**F. AMOUNT OF CDBG FUNDS REQUESTED**

- 1) Amount of CDBG funds requested in this application:  
(Section E, CDBG Share) \$ \_\_\_\_\_
- 2) Additional funds provided by Other Source(s) for this project. The date that the Other Source(s) of funds have been or will be awarded, must be stated below.

Source(s): \_\_\_\_\_ \$ \_\_\_\_\_

Award Date: \_\_\_\_\_

Date Available: \_\_\_\_\_

Source(s): \_\_\_\_\_ \$ \_\_\_\_\_

Award Date: \_\_\_\_\_

Date Available: \_\_\_\_\_

Source(s): \_\_\_\_\_ \$ \_\_\_\_\_

Award Date: \_\_\_\_\_

Date Available: \_\_\_\_\_

Source(s): \_\_\_\_\_ \$ \_\_\_\_\_

Award Date: \_\_\_\_\_

Date Available: \_\_\_\_\_

Total of Other Sources \$ \_\_\_\_\_  
(Should Equal "Total Costs, Other Sources" Item 3 in Section E  
on page 4 of 9)

- 3) Authorized Signature: To the best of my knowledge, the information provided on this application is true and I am authorized to submit this application on behalf of the applicant organization. Also, I acknowledge that insurance coverage including, but not limited to, Comprehensive General Liability, Automobile Liability, and Professional Liability (or Errors and Omissions Liability) will be required before CDBG funds can be made available to approved projects.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**G. BENEFIT AREAS**

This section requires a break down of the requested CDBG funds according to the proposed project's benefit area. Only enter amounts for communities where the project will provide a primary benefit. Partial funding of a project proposal may occur and must be considered when calculating a requested amount for more than one area. ***Each requested amount must be \$5,000 or greater and must be sufficient to complete the project for the identified city or unincorporated region.***

- 1) **Cooperating Cities:** The following cities participate as cooperating cities in the County's CDBG program. Please determine if the primary service area for your proposed project would include one or more of the following cities. If the project would provide predominate or partial benefit to city residents, the County will request a funding recommendation from the benefiting city or cities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable city. Sub-total your entries below.

	<u>Amount Requested</u>		<u>Amount Requested</u>
Adelanto	\$ _____	Montclair	\$ _____
Barstow	\$ _____	Needles	\$ _____
Big Bear Lake	\$ _____	Redlands	\$ _____
Colton	\$ _____	Twentynine Palms	\$ _____
Grand Terrace	\$ _____	Yucaipa	\$ _____
Highland	\$ _____	Town of Yucca Valley	\$ _____
Loma Linda	\$ _____		

**Funds Benefiting Cooperating Cities:**                      **Sub-total**                      **\$ \_\_\_\_\_**

- 2) **Unincorporated Regions:** The following regions contain unincorporated areas covered by the County CDBG program. Please determine if the primary service area for your proposed project includes one or more of the following unincorporated areas. Check off the applicable community or communities. Enter the requested amount of CDBG funds needed to provide the proposed project to each applicable unincorporated area. Sub-total your entries below.

	<u>Amount Requested</u>
<input type="checkbox"/> Searles Valley and vicinity (in the First District)	\$ _____
<input type="checkbox"/> Hinkley/Lenwood <input type="checkbox"/> Newberry Springs <input type="checkbox"/> Baker/vicinity (in the First District)	\$ _____
<input type="checkbox"/> Wonder Valley <input type="checkbox"/> Colorado River areas (in the First District)	\$ _____
<input type="checkbox"/> Oro Grande <input type="checkbox"/> other Unincorporated Victor Valley areas (in the First District)	\$ _____
<input type="checkbox"/> Phelan/Pinon Hills <input type="checkbox"/> El Mirage <input type="checkbox"/> Wrightwood/vicinity (in the First District)	\$ _____
<input type="checkbox"/> Lucerne Valley and vicinity (in the First District)	\$ _____
<input type="checkbox"/> Crestline/Cedarpines Park (in the Second District)	\$ _____
<input type="checkbox"/> West Fontana <input type="checkbox"/> Lytle Creek <input type="checkbox"/> Devore (in the Second District)	\$ _____
<input type="checkbox"/> Johnson Valley <input type="checkbox"/> Landers <input type="checkbox"/> Morongo Valley/vicinity (in the Third District)	\$ _____
<input type="checkbox"/> Joshua Tree and areas to the north and east (in the Third District)	\$ _____
<input type="checkbox"/> Lake Arrowhead <input type="checkbox"/> Running Springs <input type="checkbox"/> Big Bear Valley (in the Third District)	\$ _____
<input type="checkbox"/> Bryn Mawr <input type="checkbox"/> Del Rosa <input type="checkbox"/> Mentone (In the Third District)	\$ _____
<input type="checkbox"/> South Montclair <input type="checkbox"/> Northwest Chino (in the Fourth District)	\$ _____
<input type="checkbox"/> Muscoy <input type="checkbox"/> North Norton <input type="checkbox"/> Bloomington (in the Fifth District)	\$ _____
<input type="checkbox"/> Arrowhead Suburban Farms (in the Fifth District)	\$ _____
Other, Please specify _____	\$ _____

**Funds Benefiting Unincorporated Regions:**                      **Sub-total**                      **\$ \_\_\_\_\_**

- 3) **Total Funds:** The total amount of CDBG funds requested in Section G, (Cooperating Cities + Unincorporated Regions). This amount must equal the amount of CDBG funds requested in this application on Line 1 in Section F.

**Total Funds Requested**                      **\$ \_\_\_\_\_**

**H. MAINTENANCE AND OPERATION**

All capital improvements or facilities will require a Maintenance and Operation (M & O) contract between the County and an M & O Entity. Only applicants requesting funding for proposals for **CONSTRUCTION** group must complete this section. The MAINTENANCE AND OPERATION COMMITMENT must be signed by a representative of the M & O entity with authority to obligate the organization.

**1) MAINTENANCE AND OPERATION COMMITMENT**

The governing body of the below named public, quasi-public, or non-profit entity has the financial capacity and is willing to assume the Maintenance and Operation (M & O) responsibility and costs associated with the indicated community development project. This body has reviewed the "Estimated Annual Maintenance and Operation Budget" part of this section. To the best of this body's ability, it has determined this budget to be a true and accurate estimate of the annual M & O costs for the proposed project.

It is understood that without a commitment for maintenance and operation, the indicated project may not be considered for funding under the Community Development Block Grant program. Should this project be funded, a formal M & O contract between the County and the M & O entity shall be written and signed before any funds can be released.

NOTE: The Maintenance and Operation cost for capital improvements and facilities are not eligible for CDBG funding.

Proposed Project: \_\_\_\_\_

Legal / Incorporated Name of Prospective M & O Entity:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Federal I.D. Number of M & O Entity:\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

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2) ESTIMATED ANNUAL MAINTENANCE AND OPERATION BUDGET

**M & O ANNUAL EXPENSES**

Estimated Dollar Value

**UTILITIES**

Electric \$ \_\_\_\_\_  
 Water \_\_\_\_\_  
 Gas \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Disposal Service \_\_\_\_\_  
 Other \_\_\_\_\_

**Sub-total** \$ \_\_\_\_\_

**MATERIALS**

Janitorial Supplies \$ \_\_\_\_\_  
 Office Supplies \_\_\_\_\_  
 Recreational Supplies \_\_\_\_\_  
 Ground Supplies \_\_\_\_\_  
 Other \_\_\_\_\_

**Sub-total** \$ \_\_\_\_\_

**MAINTENANCE - CAPITAL IMPROVEMENTS**

Building Repair \$ \_\_\_\_\_  
 Maintenance of Equipment \_\_\_\_\_  
 Improvements to Property \_\_\_\_\_  
 Other \_\_\_\_\_

**Sub-total** \$ \_\_\_\_\_

**INSURANCE**

Liability \$ \_\_\_\_\_  
 Fire \_\_\_\_\_  
 Other \_\_\_\_\_

**Sub-total** \$ \_\_\_\_\_

**PERSONNEL\***

**# OF  
PEOPLE**

**MAN-  
HOURS**

Maintenance \_\_\_\_\_ \$ \_\_\_\_\_  
 Secretary \_\_\_\_\_  
 Administrator \_\_\_\_\_  
 Program Staff \_\_\_\_\_  
 Other \_\_\_\_\_

**Sub-total** \$ \_\_\_\_\_

\*List # of people and man hours based on 2080 Hours per year. Dollar value must include salaries and benefits.

**M & O ANNUAL EXPENSE TOTAL** \$ \_\_\_\_\_

**REVENUE SOURCES** (List out all sources such as budget sources, memberships, user fees, etc)

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**BUDGETED REVENUE TOTAL**

\$ \_\_\_\_\_

**ASSETS/LIABILITIES**

**REVENUE minus M & O EXPENSE**

\$ \_\_\_\_\_



**DETAILED PROJECT DESCRIPTION**

(Continuation of Section B, Project Description, Page 1 of 9)

Within the space provided on this page, provide detailed information needed to fully describe the proposed project, its purpose and its beneficiaries. Please attach applicable maps, plans and brochures.

PLEASE SUBMIT ONE SIGNED PAPER COPY OF EACH COMPLETED AND SIGNED PROJECT PROPOSAL  
TO: County of San Bernardino, Department of Community Development and Housing, 290 North "D" Street, Sixth  
Floor, San Bernardino, CA 92415-0040, Attention: Program and Compliance Section.

For assistance or information regarding the completion of this proposal, call (909) 388-0964. FAX (909) 388-0929.

This application form can be accessed in PDF form on CDH's Web Page at:  
[http://www.sbcounty.gov/eda/cdh/community\\_dev/cdbg\\_project.asp](http://www.sbcounty.gov/eda/cdh/community_dev/cdbg_project.asp)

comdev/consolidated plan/2008-2009/CDBG Application text/